



## CITY OF EUREKA City Attorney

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July 1, 2019

VIA EMAIL

Dan Rubins  
MuckRock News  
[57840-01734092@requests.muckrock.com](mailto:57840-01734092@requests.muckrock.com)

Re: Public Records Request Dated June 20, 2019

Dear Mr. Rubins:

The City is in receipt of your Public Records Act (“PRA”) request dated June 20, 2019, and received on same day via telephone call from Kera (908-894-4965) and email to City Attorney ([cattorney@ci.eureka.ca.gov](mailto:cattorney@ci.eureka.ca.gov)).

Your request references prior requests made to the City Manager dated June 17, 2019, August 3, 2018 and July 11, 2018. Please note that the City did not receive these earlier requests. The last PRA request the City received from MuckRock was from Beryl Lipton on August 22, 2018. The City subsequently answered Ms. Lipton’s request timely on August 29, 2018. Please follow the link to view Ms. Lipton’s PRA and the City’s response:

<https://transfer.ci.eureka.ca.gov:5252/sharing/kPXsuHxR4>

Your June 20, 2019 PRA request seeks:

1. Any and all executed contacts, memorandums of understanding (MOUs), and other equivalent agreements that are currently active, or were active within the last two years, other than standard employee agreements. Please provide a copy of the executed document as well as any addenda, amendments, attachments, exhibits, materials, and schedules.
2. Any and all contract template documents, for example, employee agreements, vendor agreements, master services agreements, nondisclosure agreements, or interagency cooperation contracts.

3. General policies and procedures for contract administration, including training materials and records used to instruct members of your agency in contract administration.
4. Any available process narratives, audit reports, or findings regarding contract administration covering the last two years.

The City has reviewed the records related to your request and respond as follows:

**Request No. 1:** The City is providing you this date an excel sheet listing the last two years of executed contracts, memorandums of understanding (MOUs), and other equivalent agreements that are currently active, or were active. The excel sheet includes links to view some of the executed contracts, MOUs and other equivalent agreements, along with supporting documents, which includes any addenda, amendments, attachments, exhibits, materials and schedules. The City requires additional time to complete the task of providing links to the remaining items.

Please follow the link to view the above-referenced excel sheet:

<https://transfer.ci.eureka.ca.gov:5252/sharing/ZWYwJ3KZC>

**Request Nos. 2, 3 and 4:** We are still gathering documents that are potentially responsive to your request. Records will need to be fully evaluated for disclosability and other criteria under the Public Records Act.

Pursuant to Government Code Section 6253(c), the City hereby extends by fourteen (14) days the time limit within which it must complete your request. Accordingly, the City will formally respond to your request no later than July 15, 2019.

Sincerely,



Christine Lopez  
Legal Assistant, City of Eureka

:cll

cc: City Clerk